

Drug Court Coordinator

The Circuit Court for Baltimore City is seeking a qualified applicant for the position of Drug Court Coordinator. Under the general direction of the Administrative Judge, Drug Court Judge, and Court Administrator, this position will be responsible for overall planning, management oversight and daily operations of the Drug Court program. Major responsibilities include developing and evaluating the components of the Drug Court; responsibility for the efficient, daily operation of the Drug Court to include budgets, grants, financial reports, and data collection for program evaluation and management reports. Master's Degree or Bachelor's Degree, with four years of management experience-field work both from an accredited college or university in the areas of public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, corrections or a related field. Experience: Three years of progressively responsible administrative experience to include project or program management, in the field of addictions, human/family services, health services, public safety or law enforcement. Send resume and cover letter including the position title to Beverly B. Carter, Court Administrator, Circuit Court for Baltimore City, Room 200, Courthouse East, 111 N. Calvert Street, Baltimore, Maryland 21202. All materials must be received at the above address no later than 4:30 p.m. on February 22, 2011. Circuit Court for Baltimore City Is An Equal Opportunity Employer